



Government of West Bengal
Directorate of Forests

Office of the Principal Chief Conservator of Forests, Head of Forest Force
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106
Phone - Fax: (033) 2335 2316, e-mail : wbcampa@gmail.com
Visit us at: www.westbengalforest.gov.in



No. 6846 /CAMPA/2C-156

Dated: 10 /10/2018

OFFICE ORDER

Whereas the Internal Audit report on CAMPA for the financial year 2017-18 has observed lack of uniformity in writing cash books and compilation of account at Divisional levels,

And whereas the Internal Auditor has also observed that there is need for providing supporting documents, in forms of bills, vouchers, mentioning of proper Head of Accounts etc,

And whereas the Audit observations had been circulated to all concerned vide the office letter No. 5394/CAMPA/2C-156, dt.30.08.2018,

It is hereby ordered that the following instructions are to be strictly followed while compiling monthly accounts of CAMPA:-

1. Interest received from banks and bank charges are to be incorporated in cash book.
2. Head of Account to be written in cash book.
3. Voucher nos and date should be written in the cash book.
4. Interest received from bank should be written on left hand side of Cash book as interest received.
5. Bank charges debited by bank should be written on right hand side of cash book as expenses.
6. Separate ledger to be maintained for each Head of Account/Contractor.
7. Cash book to be maintained on the basis of cheques issued to party.
8. To keep proper supporting bills with all payment vouchers.
9. Bank reconciliation statements should be prepared on monthly basis to reconcile cash book with bank statements.
10. Performance Report and Utilization Certificates should be sent to Head Quarter on a Monthly basis, Nil statement should also be sent.
11. Cash book should be written as per format circulated vide letter no.5394/CAMPA/2C-156, dt.30.08.2018.


(N.K. Pandey)

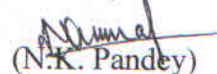
Principal Chief Conservator of Forests &
(Head of Forest Force) West Bengal.

No. 6847 /CAMPA/2C-156

Dated: 10 /10/2018

Copy forwarded for information and necessary action to:

1. The Principal Chief Conservator of Forests, Wildlife & CWLD, W.B.
2. The Principal Chief Conservator of Forests, RM &D, W.B.
3. The Principal Chief Conservator of Forests, General, W.B.
4. The All Addl. Principal Chief Conservator of Forests, W.B.
5. The All Chief Conservator of Forests, W.B.
6. The All Conservator of Forests & Divisional Forest Officer, W.B.


(N.K. Pandey)

Principal Chief Conservator of Forests &
(Head of Forest Force) West Bengal.